



# Planning Your Event

## Clarence W. Wigington Pavilion on Harriet Island

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### To reserve a date

First, check our website ([www.stpaul.gov/harrietisland](http://www.stpaul.gov/harrietisland)) or contact our office to check the availability. Second, fill out the application, which is also on the website. You may mail in the application with the deposit check to the address below or fax the application in and call with a credit card number (651-292-7010). We do not hold dates without the application AND the deposit. St. Paul residents may reserve a date the first day of the month, 13 months in advance of your event date and non-residents 12 months in advance.

*Send application via:*

Fax: 651-292-7014

Mail: Harriet Island  
50 W. Kellogg Blvd  
Suite 840  
St. Paul, MN 55102

In Person: Beginning at 7:00am  
Como Park Permit Office  
1100 North Hamline Avenue  
Saint Paul, MN 55108

### Events on the Patio(s)

- The north or south patios are included in your rental fee. The north patio (river side) is windier than the south patio.
- White wood “ceremony” chairs are available for outside ceremonies at \$2.00 per chair in 2009 and \$2.50 per chair in 2010. We have 250 white ceremony chairs total.
- There is power located on the patios and it is recommended the client arrange for amplification for any speaking outside. The facility does *not* have an outdoor sound system for wedding ceremonies.
- Tents are allowed on the South Patio only
  - The patio size is 40’ x 60’ – this is the largest tent size allowed on the south patio.
  - Weighted tents ONLY, no staking tents on the south patio.

### Wedding Rehearsals

- Please do *not* assume the evening before your wedding is available due to many events scheduled throughout the year, make arrangements with us as soon as you know the date and time. We reserve the right to rent the pavilion on the date of your rehearsal to a paying client which would bump your rehearsal. We will notify you immediately if this happens.
- If you are planning an outside ceremony and the weather is nice on the date of your rehearsal, the facility will not be opened. If there is inclement weather, please call the Harriet Island Event Coordinator to have the pavilion opened in order to hold the rehearsal inside.

### Set-up and Tear-down Information

- A city employee will be on-site during the set-up and throughout the entire event. The Pavilion will be opened at 11am. At the conclusion of your event you will have an hour to tear-down and clean up. All

events must conclude by Midnight and be cleaned up by 1:00am. Additional cleanup time will be billed back to the permit holder at \$100/hr in 2009 and \$125/hr in 2010.

- Tables and the cloth brown chairs are available for your use (included in rental fee) see “Tables and Chair Information” page for quantities and sizes. We do not provide linens.
- The client is responsible for setting up tables and chairs, taking them down and returning them to the racks **unless the client has pre-arranged** this service and paid for it at the final planning meeting. *The cost for this service is \$150.00 for set-up and \$150.00 for take-down. You have the option of requesting one or both services in 2009. In 2010, the fee is \$400 and both services are included.*
- For a seated event Fire Capacity is 275 people. Fire Capacity for non-seated events is 575.  
*\*\* please note we have 240 indoor chairs.*
- Vendor or client is responsible for placing linens, centerpieces, props, etc. on tables. We do not provide any of these items.
- The Bakery or Caterer is responsible for setting up the wedding cake. City staff will *not* assist in moving or assembling or cutting the cake.
- If you choose to rent the white ceremony chairs from us for your ceremony, a city employee will set up and tear-down the when you’re finished using them.
- The facility is not air conditioned so keep that in mind as arrangements are made for cake deliveries and flowers. You’ll want to have your linens arrive *before* your cake to avoid delays or damage to cake.
- When all doors are open a cross breeze is created through the pavilion – *note\*\* this could blow linens, tip centerpieces, cakes and decorations.*
- A portable bar is also available for your use (included in rental fee). Dimensions: 30” wide, 8’ long and 30” high. The top shelf is 12” wide, 8’ long, and 12” from bar top. We have and will hang black skirting on the two shelves.

## Decorations

- The Pavilion is a historic building and therefore ***NOTHING*** can be attached to the structure, walls or floor. Tape (masking, duct, scotch, etc) is ***NOT*** allowed, including the stage area. Gaff tape is the only tape allowed. If you need to hang decorations from the wall, please bring 3M Command Hooks. This is the only type of adhesive hooks allowed. Harriet Island does ***not*** provide the command hooks. All command hooks must be removed at the end of the night.
- Candles are allowed but must be contained in a container that catches the wax, including candles in the bathroom and outdoors. Remember to make arrangements for someone to light the candles.
- Glitter, confetti, birdseed, mylar, and fireworks (includes sparklers, noise makers, etc.) are ***not*** allowed.
- If you need to secure cords ask the city staff for mats to place over the cords for safety. Please do not use tape to secure the cords.
- Please do **NOT DRAG TABLES OR CHAIRS** on the Terazzo Floor, it scratches easily. You will be charged for the damage done by yourself, your guests, or your vendors.

- The ceilings are extremely high and it is not recommended that the rafters be decorated. If this is to be done, a professional decorating company must use a lift and must have the proper liability insurance.
- There are three permanent eye hooks above the stage and three hooks above the fireplace for your use. The hooks are 43” above the fireplace. Fireplace is 57” high and the wall is 10’ long.
- Building dimensions: 72’ between stage and fireplace; 60’ from door to door.
- Stage Dimensions: 24’ wide and 21’ deep; three hooks are at the peak of the arch and the stage is approx. 3’ high.

## Catering Kitchen

- The kitchen is designed as a “staging kitchen” and is not suitable for cooking large amounts of food. Please notify your caterer of this and if they wish to see the kitchen before your event call to schedule an appointment.
- There is a small residential oven available, small ice machine, one large refrigerator and one freezer for your use.
- There are no serving utensils or “to go” containers at the facility. **All** food must be removed at the end of the night.
- Pig Roasts and barbeques need prior approval. Any grills used must have plywood or cardboard underneath them to catch grease or other drippings.

## Deliveries

- **Vendors (caterers, florists, bakeries, DJ’s, bands, etc.) need to be told that vehicles are NOT allowed to drive on either patio or grass surrounding the pavilion.** Vendors may drive on the gray sidewalk on the south side of the pavilion up to the planters located on the patio. They must stop there to unload and reload. Any damage caused by the vendors will come out of the permit holder’s damage deposit.

## Police

- City staff will make arrangements for an off duty St. Paul police officer for your event. Police Officers from other jurisdictions, friends, volunteers or family members are not permitted.
- The cost is \$45.00 per hour (*\*subject to increase*); payment is due at the time of the final meeting.
- Police must be present for the entire duration of the event and a half hour after the event ends.

## Final Planning Meeting

- Two to three weeks prior to your event please contact our office to set-up a final planning meeting to discuss event details.
- At the final meeting, you need to pay in full the following:
  - **final balance** for the Pavilion rental (payable to City of St. Paul)
  - St. Paul **Police Officer** by cash/check (\$45/hr payable to Ray Jefferson *\* subject to increase*)
  - and the refundable **damage deposit** (\$500 payable to City of St. Paul)



# Table and Chair Information

Clarence W. Wigington Pavilion on Harriet Island

This form can be used to assist you in planning for tables, chairs and linens. Set-up and tear-down is your responsibility unless prior arrangements have been made. All table and indoor chairs are included in the Pavilion rental fee and are located at the Pavilion for your use.

If City Staff is setting up a layout map of the site is needed *one week prior to the event* (fax to 651-292-7014) or it should be drawn at final meeting.

ITEM	TOTAL #	SIZE	LINEN SIZE	# Needed	Skirting
Round Table (seats 8)	30	60"	90" Round or 81"x81" square		
Round Table (seats 10)	8	72"	120" Round		
Banquet Table	12	6'	84" x 120" Rectangle		(**lip on table is 2" wide)
Small Round	2	1 – 30" 1 – 36"	70" or longer if floor length is needed		
Portable bar	1	8'	Black Skirting Provided		
Indoor Chairs	240				
White Ceremony Chairs – \$2 each (2009) \$2.50 each (2010) (outdoor use only)	250				



# Regulations for Serving Alcohol

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### ***Serving Alcoholic Beverages***

Alcoholic beverages may be sold or a hosted bar may be used with a hired certified bartender. They must possess an off-site liquor license, annual or temporary, with the State of MN **and** the City of Saint Paul. No Alcoholic beverages may be served by guests or brought in by guests.

No alcoholic beverages may be served before or after scheduled event hours and a police officer must be onsite at all times. Alcoholic beverages must remain in the Pavilion or on the patios. Alcoholic beverages are not permitted on the Riverwalk or lawn area. No alcoholic beverages may be served to anyone under the legal age of 21 and/or anyone that is obviously intoxicated. The permit holder must be on the actual premises at all times alcoholic beverages are being displayed, served and/or consumed.

Please have the beverage company contact the Department of Safety and Inspection (DSI) at 651.266.9117, for the proper permit to sell alcohol in the park. They will need written approval from the Harriet Island Event Coordinator prior to submitting the permit to DSI.

- **A copy of the approval form from DSI must be sent to the HI Event Coordinator at least 14 days prior to the event.** Please fax to: 651.292.7014. If this approval is not on file during the event, alcoholic beverages are not allowed to be served.

### ***Insurance Requirements***

- When alcoholic beverages are being served, the St. Paul licensed provider must provide liquor liability coverage in the amount of \$1,500,000 in 2009 and must agree to the following:
- To indemnify the City of Saint Paul, Division of Parks and Recreation, and hold them harmless from any liability to any person resulting from any damage or injury occurring in connection with the permitted event proximately caused by the action of the applicant, its officers, employees or agents or any person under the applicant's control, and shall further include the City of Saint Paul, Division of Parks and Recreation, 25 W. Fourth Street #300, Saint Paul, MN 55102, as additional insured on the policy.
- **A copy of the insurance certificate (must include the event name, date and location) at least 14 days prior to the event.** Please fax to: 651.292.7014.

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***The company you choose must have an Offsite Liquor Catering License, annual or temporary, with the State of MN and the City of St. Paul. These vendors have been licensed before – please double check that their license is current. We need a copy of their current license and insurance 14 days prior to your event.***

#### **Complete Beverage Service**

www.completebeverage.com  
800-550-7750

#### **Eagle St. Grille, Inc.**

www.eaglestreetgrille.net  
651-225-1382

#### **Megali, Inc. (Gabe's by the Park)**

www.gabesbythepark.com  
651-646-3066

#### **Mintahoe Hospitality Group**

www.mintahoe.com  
612-253-0255

#### **O'Gara's Bar and Grill, Inc.**

www.ogaras.com  
651-644-3333

#### **Prom Catering**

www.promcatering.com  
651-501-8191

#### **Kane's Catering, Inc.**

www.kanescatering.com  
651-482-9005

#### **Great Waters Brewing Company**

www.greatwatersbc.com  
651-224-BREW



# Caterers

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**You do not have to use one of the caterers listed below. The caterers on this list have been to Harriet Island before and are meant to be a starting point for you.**

<b>Campion Rose Burns Catering</b>	651-292-9228	<a href="http://www.campionroseburns.com">www.campionroseburns.com</a>
<b>Country Inn/Green Mill</b>	651-702-2764	<a href="http://www.countryinns.com/woodburymn">www.countryinns.com/woodburymn</a>
<b>Cossetta's Eventi Catering</b>	651-224-8419	<a href="http://www.cosettaeventi.com">www.cosettaeventi.com</a>
<b>Cossetta's Italian Market &amp; Eatery</b>	651-222-3476	<a href="http://www.cosettas.com">www.cosettas.com</a>
<b>D'Amico Catering</b>	612-238-4444	<a href="http://www.damico.com">www.damico.com</a>
<b>Divine Swine Catering</b>	952-469-2635	<a href="http://www.divineswinecatering.com">www.divineswinecatering.com</a>
<b>Joseph Catering</b>	612-362-9634	<a href="http://www.josephcatering.com">www.josephcatering.com</a>
<b>K &amp; J Catering</b>	651-770-6110	<a href="http://www.k-jcatering.com">www.k-jcatering.com</a>
<b>Kane's Catering, Inc.</b>	651-482-9005	<a href="http://www.kanescatering.com">www.kanescatering.com</a>
<b>Lettuce Cater</b>	763-781-0702	<a href="http://www.lettucecater.com">www.lettucecater.com</a>
<b>Mintahoe Hospitality Group</b>	612-253-0255	<a href="http://www.mintahoe.com">www.mintahoe.com</a>
<b>Prom Catering</b>	651-501-8191	<a href="http://www.promcatering.com">www.promcatering.com</a>
<b>Short Stop Custom Catering</b>	320-251-0716	<a href="http://www.shorstopcustomcatering.com">www.shorstopcustomcatering.com</a>
<b>Simple to Grand</b>	952-897-9800	<a href="http://www.simpletogrand.com">www.simpletogrand.com</a>
<b>Wildside Caterers</b>	651-726-8800	<a href="http://www.wildsidecaterers.com">www.wildsidecaterers.com</a>

## Local Restaurants, Hotels & Other Rentals

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#### Fun and Creative Ideas of Restaurants for Groom's Dinners

Dixie's	651-222-7345
Downtowner Woodfire Grill	651-228-9500
Mancini's Char House:	651-224-7345
Padelford Boats	651-227-1100
Wabasha Street Caves	651-224-1191
Riverboat Grill	651-290-2363

#### Tents, Linens, Drapery and Miscellaneous Decorations

Apres:	<a href="http://www.apresparty.com">www.apresparty.com</a>	952-942-3399
Aarcee Party and Tent Rental:	<a href="http://www.aarcee.com">www.aarcee.com</a>	952-922-7233
Linen Effects:	<a href="http://www.lineneffects.com">www.lineneffects.com</a>	952-848-1055
Midway Party Rental:	<a href="http://www.midwaypartyrental.com">www.midwaypartyrental.com</a>	1-800-759-RENT
Skyway Event Services:	<a href="http://www.skywayevents.com">www.skywayevents.com</a>	1-888-7SKYWAY

#### Hotels

Crown Plaza Riverfront	<a href="http://www.crowneplaza.com">www.crowneplaza.com</a>	651-292-1900
Embassy Suites	<a href="http://www.embassysuites.com">www.embassysuites.com</a>	651-224-5400
Holiday Inn Hotel RiverCentre	<a href="http://www.holidayinn.com">www.holidayinn.com</a>	651-225-1515
Saint Paul Hotel	<a href="http://www.stpaulhotel.com">www.stpaulhotel.com</a>	651-292-9292